

# ***NIST Technicalendar***

## **UNITED STATES DEPARTMENT OF COMMERCE**

Technology Administration

National Institute of Standards and Technology

Gaithersburg, Maryland 20899-0001

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The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: [mingo@micf.nist.gov](mailto:mingo@micf.nist.gov)).

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All lectures and meetings are open unless otherwise stated.

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### **NIST Weekly Calendars and Bulletins Online**

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is

**<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>**

*Calendar* files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from

**<http://www.adobe.com/Acrobat/readstep.html>**

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at

**<http://www.boulder.nist.gov:1580/bulletin/>**

**APRIL 15 TO APRIL 19, 1996  
MEETINGS AT NIST**

Subcommittee on Technology  
Committee on Science  
U.S. House of Representatives

**FIELD HEARING OVERSIGHT AND AUTHORIZATION OF NIST  
PROGRAMS FOR FY 97**

Tuesday, April 16, 1996  
10:00 a.m. to 12:00 noon  
Red Auditorium, Administration Building

**Has been postponed out of respect for the late Commerce Secretary, Ron Brown, and the other Commerce employees lost in the airplane crash in Croatia.**

NIST 95-96 Colloquium Series (Co-sponsored by the NIST Committee for Women)

**SEA CHANGE: EXPLORING TROUBLED WATERS**

Sylvia A. Earle  
President, Deep Ocean Research and Exploration, Inc  
Chief Scientist, NOAA, 1990-1992

*FRIDAY*, April 19, 1996  
10:30 a.m. - 11:30 a.m., Green Auditorium, Administration Building

**POSTPONED ---- TO BE RESCHEDULED**

Optical Technology Division Seminar

**INFRARED EMISSION SPECTROSCOPY AND MOLECULAR  
ASTRONOMY**

Dr. Peter F. Bernath  
Department of Chemistry, University of Waterloo  
Waterloo, Ontario, Canada

Monday, April 15, 1996, 3:00 p.m.  
Building 221, Room B165 (Physics Laboratory Conference Room)

Emission spectroscopy has been an unjustly neglected technique in the infrared region. A wide variety of infrared emission spectra have been recorded with a Fourier transform spectrometer. The power of technique will be illustrated with samples ranging from diatomic molecules to DNA bases, C<sub>60</sub> and thin films. Part of the talk will be devoted to astrophysical applications of infrared spectroscopy including the discovery of water on the sun.

**Contact Person: Marilyn Jacox, 975-2547.**

SIGMA XI TOWN MEETING  
**ALLOCATING FEDERAL FUNDS FOR SCIENCE AND TECHNOLOGY**  
**[A Nationwide Interactive Teleconference]**

Monday, April 15, 1996, 4:30 p.m. - 6:00 p.m., Lecture Room B,  
Administration Building

**Featuring:** Dr. Frank Press, Former President, National Academy of Sciences (1981-93), Presidential Science and Technology Advisory (1979-81)

**A Studio Panel:** Marye Anne Fox, Professor of Chemistry and Vice President for Research, University of Texas at Austin  
Ernest J. Moniz, Associate Director for Science, Office of Science and Technology, Executive Office of the President.

Vernon J. Ehlers, Vice Chair of the Science Committee, House of Representatives

**Moderators:** Thomas F. Malone, The Sigma Xi Center and Janet Poley, A\*DEC

TELECAST OVER A\*DEC from North Carolina State University  
SIGMA XI, THE SCIENTIFIC RESEARCH SOCIETY, Research Triangle Park, NC

URL: <<http://www.sigmaxi.org>>

**For information call Robert Vocke, 975-4103 or W. Robert Kelly, 975-4139.**

Chemical Science and Technology Laboratory Colloquium

**SELF-ORGANISATION IN SURFACE REACTIONS**

Gerhard Ertl

Fritz-Haber-Institute

Berlin, Germany

10:30 a.m., Thursday, April 18, 1996

Lecture B, Administration Building

Surface physical techniques provide detailed insight into the microscopic processes underlying catalytic reactions which form, on the other hand, the basis for modeling the macroscopic kinetics. For constant external conditions, the rate of a catalytic reaction is, however, not necessarily stationary, but may become oscillatory or even chaotic. These effects are associated with spatio-temporal pattern formation of the adsorbed species on a mesoscopic scale, and theoretical description is based on the concepts of nonlinear dynamics. Illustration of these phenomena will be performed with the catalytic CO oxidation on a Pt(110) surface as an example.

**For further information contact Bill Gadzuk, 975-2548 or Bill MacCrehan, 975-3912.**

Sigma Xi Seminar

**RETHINKING SCIENCE AS A CAREER: PERCEPTIONS AND REALITIES  
IN THE PHYSICAL SCIENCES**

Sheila Tobias, Researcher, Author and Lecturer  
Science Education Reform

Thursday, April 18, 3:00 p.m.  
Lecture Room A, Administration Building

The speaker is a critic and commentator on science education reform. She and her collaborators believe that the "solution" to the jobs problem in science is neither "more of the same" (simple addition of federal funding) or "less of the same" (academic birth control) but an altogether new view of who is recruited to science and education for new careers. She has addressed these issues in her new publication, "Rethinking Science as a Career: Perceptions and Realities in the Physical Sciences" published by her sponsor, Research Corporation, a foundation for the advancement of science.

**For information call Robert Vocke , 975-4103 or W. Robert Kelly, 975-4139.**

4/16—TUESDAY 10:30 a.m. ATOMIC PHYSICS DIVISION SEMINAR: How Accurate Are Atomic Structure Calculations? T. Brage, NASA/Goddard Space Flight Center and Computer Sciences Corp. Rm. B165, Physics Bldg. (NIST contact: Y.-K. Kim, 975-3203.)

4/16—TUESDAY 10:30 a.m. FIRE SEMINAR: Improving the Response of Buildings to Terrorism D. Mitten, Project Management Services, Inc. Rm. B245, Polymer Bldg. (NIST contact: J. Gilman, 975-6573.)

4/17—WEDNESDAY 10:30 a.m. POLYMERS DIVISION SEMINAR: Ultrasonics Based Polymer Processing Sensing, C.L. Thomas, Dept. of Mechanical Engineering, Univ. of Utah, Salt Lake City, UT. Rm. A315, Polymer Bldg. (NIST contact: A.J. Bur, 975-6748.)

Advance Notice  
NIST Nanostructure Science Colloquium Series  
April 23, 1996, 10:30 a.m.  
Lecture Room A, Administration Building

This colloquium is the fifth of a series focused on research in the regime of nanometer sized dimensions. Colloquia will be held each month. A schedule of future colloquia is available at <http://physics.nist.gov/www/nano.html> and you may register to receive future announcements by e-mail by sending a request to [kim@epg.nist.gov](mailto:kim@epg.nist.gov).

**LITHOGRAPHICALLY-PATTERNED MAGNETIC  
NANOSTRUCTURES—NEW OPPORTUNITIES FOR ULTRA-HIGH  
DENSITY MAGNETIC MEMORIES**

Dr. Stephen Chou, Electrical Engineering Department, University of Minnesota

Advances in nanofabrication are offering unprecedented abilities in manipulating geometry and properties of magnetic materials, therefore presenting great opportunities for engineering innovative magnetic materials and devices, developing ultra-high density magnetic storage, and understanding micromagnetics. This talk will present recent progress in fabrication and characterization of a number of nanoscale ultra-high density magnetic structures and devices fabricated using nanolithography. The talk also will discuss our proposal of quantum magnetic disk (QMD)—new paradigm for magnetic recording, and will present fabrication and properties of QMDs with a density of 65 Gbits/in<sup>2</sup>.

**Technical Contact: Robert Celotta, 975-3710; Information Contact: Kim Chaney, 975-3707.**

Advance Notice  
NIST 95-96 Colloquium Series  
(Co-sponsored by the NIST Nanostructure Science Colloquium Series and  
the CSTL Colloquium Series)

**VOYAGE OF DISCOVERY TO THE LAND OF ATOMS**

Donald Eigler, IBM Almaden Research Center

*FRIDAY*, April 26, 1996

10:30-11:30 a.m., Green Auditorium, Administration Building

Don Eigler, a pioneer in the use of the scanning tunneling microscope and a leading world expert in the physics of atomic-scale microstructures and the new field of nanotechnology, will describe how it is possible to measure and manipulate atoms on surfaces and to synthesize unique microstructures with remarkable properties that are invisible to the unaided eye. Eigler's group at IBM stunned the scientific world several years ago by being the first to create a pattern on a surface with atoms—they spelled out the word IBM with xenon atoms manipulated with an STM tip.



Anyone requiring special assistance should contact Lillian Ware on 975-4203. Colloquia are videotaped and available in the Research Information Center.

Advance Notice  
Computing and Applied Mathematics Laboratory  
Statistical Engineering Division

**COURSE ANNOUNCEMENT**

Statistics for Scientists and Engineers: Statistical Intervals and Uncertainty  
Mark Levenson

This three-day course, the third in a unified program of short courses in applied statistics primarily for the NIST community, will provide a foundation in the concepts of statistical intervals and uncertainty. It will include a brief discussion of the NIST uncertainty policy. The course will be held Monday mornings 9-12, on April 29 (Lecture Room D), May 6 (Lecture Room D), and May 13 (Lecture Room E).

For more information on this course, contact Mark Levenson at 975-2848, [mark.levenson@nist.gov](mailto:mark.levenson@nist.gov). For information on later courses in this series, contact Mark Vangel at 975-3208, [mark.vangel@nist.gov](mailto:mark.vangel@nist.gov), or see the event calendar under the Statistical Engineering Division home page at URL <http://www.cam.nist.gov/caml/sed/>. Registration is \$50, and Form DN-11 should be submitted to Pat O'Connor in the Training Office, Admin. A123, by COB April 23.

Advance Notice

**STANDARDS ALUMNI ASSOCIATION (SAA) ANNUAL DINNER MEETING**

NIST staff is invited to attend the Annual SAA Dinner Meeting on Monday, April 29, 1996. The Honorable Constance A. Morella, Chair, Subcommittee on Technology, Committee on Science, House of Representatives, will speak on "The Importance of Technology in American Life" at 8 p.m. Social period (wine, beer, soft drinks, snacks) at 6 p.m. in the Employees Lounge, dinner at 6:30 p.m. in the NIST Club (or Cafeteria). Reservations (\$20 per person) are required by April 25th: checks are payable to SAA, Room A44, Administration Building. Call 975-2486 to leave messages.

Advance Notice

**THIRD WORKSHOP ON INDUSTRIAL APPLICATIONS OF SCANNED  
PROBE MICROSCOPY**

Sponsored by NIST, SEMATECH, ASTM E-42, and the American Vacuum  
Society\*

\*Nanometer Science and Technology Division and Manufacturing Science  
and Technology Group

To be held at the National Institute of Standards and Technology,  
Gaithersburg MD 20899  
May 2-3, 1996

This meeting will explore progress toward meeting standardization and development needs in scanned probe microscopy (SPM) since the previous workshops on industrial applications of SPM. Summary Reports on the first two workshops are available as NISTIR #5550 (December 1994) and #5752 (November 1995). Focus Sessions will concentrate on Semiconductors, Polymers and Coatings, and Magnetic Data Storage Technology. Highlights include talks on recent developments in critical dimension metrology, defect analysis by SPM-based capacitance and near-field optical techniques, achieving chemical specificity via SPM techniques, understanding resolution limits in polymer imaging, magnetic force measurements, and disk tribology. The final session will examine progress on defining standards and standard practices and survey recent developments in novel SPM instrumentation capabilities. Poster presentations on SPM-related topics are encouraged.

Please Note: Registration is required and a fee is being charged for  
attending the workshop.

**For technical information contact John Dagata at 975-3597,  
john.dagata@nist.gov.**

**For registration information contact Lori Phillips at 975-4513,  
lori.phillips@nist.gov.**

Advance Notice  
Lecture Series on High Integrity Systems

**WHAT IT REALLY, REALLY MEANS TO MANAGE BY PROCESSES AND  
HOW TO DO IT**

William F. Perry, Quality Assurance Institute

May 13, 1996, 2:00 p.m., Green Auditorium, Administration Building

Presenting a strategic and tactical approach to managing an entire  
information activity by processes, including:

-Management processes   -Technical processes   -Work processes  
-Deliverable processes   -Test processes   -People processes

**QUESTIONS? Call: Dolores Wallace, 975-3340 or Laura Ippolito,  
975-5248.**

THE LECTURE SERIES IS OPEN TO THE PUBLIC, FREE OF CHARGE,  
WITH NO REGISTRATION.

Special assistance (e.g., for the hearing impaired) can be provided with two  
weeks notice.

**MEETINGS ELSEWHERE**

4/15—MONDAY 11:00 a.m. CARNEGIE INSTITUTION OF WASHINGTON  
GEOPHYSICAL LAB. (GL) SEMINAR: Isotopic Fractionation in the Marine  
Environment: Implications for the Global Nitrogen Cycle, J. Brandes, Dept. of  
Oceanography, Univ. of Washington.. Seminar Rm., Main Bldg., GL-DTM Grounds,  
Carnegie Institution of Washington, Washington, DC. (For further information call  
202/686-2410.)

4/15—MONDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT.  
SEMINAR: Kinetics of Gelation Phenomena, W.B. Risen, Dept. of Chemistry, Brown  
Univ., Providence, RI. Reiss 262, GU, Washington, DC. (For further information call  
Prof. Earley, 202/687-5591.)

4/16—TUESDAY 11:00 a.m. UNIV. OF MARYLAND BIOCHEMISTRY SEMINAR:  
Structural Studies of Prokaryotic Transcription, S. Darst, Rockefeller Univ. Rm. 1325,  
Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/16—TUESDAY 1:15 p.m. UNIV. OF MARYLAND STATISTICAL PHYSICS  
SEMINAR: Observations of Surface Phase Separation of Cobalt on Silicon, R.J.  
Phaneuf, Dept. of Physics, Univ. of Maryland. Rm. 1116, IPST Bldg., Univ. of  
Maryland, College Park, MD. (For further information call T.R. Kirkpatrick, 301/405-  
4801 or M.E. Fisher, 301/405-4820.)

4/16—TUESDAY 4:00 p.m. UNIV. OF MARYLAND ORGANIC CHEMISTRY SEMINAR: Student Literature Seminar, A. Slover, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/17—WEDNESDAY 2:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: Effects of Unpaired Electrons in Intermediate Oxidation State Complexes of Molybdenum and Niobium, D.W. Keogh, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/17—WEDNESDAY 4:15 p.m. GEORGETOWN UNIV. (GU) CHEMISTRY DEPT. SEMINAR: Investigations of Condensed Phase Reactions: Current Status and Future Prospects, K. Merz, Jr., Dept. of Chemistry, Pennsylvania State Univ., State College, PA. Reiss 262, GU, Washington, DC. (For further information call Prof. Kertesz, 202/687-5761.)

4/17—WEDNESDAY 5:30 p.m. IEEE LASERS AND ELECTROOPTICS SOCIETY CHAPTER SEMINAR: Spectrometer on a Chip: The Gateway to WDM Optical Networking, R. Chen, Univ. of Maryland. Rm. 2328, A.V. Williams Bldg., Univ. of Maryland, College Park, MD. Dinner following meeting. (For further information call H. Heaton, 301/953-5025.)

4/18—THURSDAY 4:00 p.m. THE CATHOLIC UNIV. OF AMERICA (CUA) PHYSICS DEPT. COLLOQUIUM: Detection of Chemical Exchanges Using NMR In Vitro, V. Scharen-Guivel, Physics Dept., CUA and National Heart, Lung and Blood Institute, Lab. for Cardiac Energetics, NIH. Rm. 106, Hannan Hall, CUA, Washington, DC. (For further information call P.H.E. Meijer, 202/319-5324.)

4/19—FRIDAY 4:00 p.m. UNIV. OF MARYLAND INORGANIC SEMINAR: Coordination and Organometallic Chemistry of Molybdenum and Chromium in Intermediate Oxidation States, S.P. Mattamana, Univ. of Maryland. Rm. 1325, Chemistry Bldg., Univ. of Maryland, College Park, MD.

4/19—FRIDAY 8:15 p.m. PHILOSOPHICAL SOCIETY OF WASHINGTON MEETING: Cryo-Electronics: A Hot New Topic, S. Wolf, Naval Research Lab., Washington, DC. John Wesley Powell Auditorium, Cosmos Club, Washington, DC. (For further information call T.R. Lettieri, 301/975-3496.)

"Third Tuesdays" Seminar --- **INTERDISCIPLINARY ASPECTS OF THE  
ELECTRONIC SUPERHIGHWAY**

Institute for Computer and Telecommunications Systems Policy, School of  
Engineering and Applied Science  
The George Washington University

Supported in part by a grant from the National Science Foundation, Division  
of Networking and Communications Research and Infrastructure

**INFORMATION LEAKAGE BY WORLD WIDE WEB BROWSERS: HOW  
TO BLACKMAIL SOMEONE WITH THEIR OWN WEB SURFING HABITS**

Shabbir J. Safdar, Director, Voters Telecommunications Watch (VTW)

Tuesday, April 16, 1996, 4:00 p.m. - 6:00 p.m.

Academic Center, Room Phillips T-640, The George Washington University,  
Washington, DC

This seminar will explain how much information is leaked during a World Wide Web surfing session, and how that information might be abused. An actual example of misuse will be covered. It will be helpful to attendees if they have had experience web-surfing, but it is not required.

**FREE AND OPEN TO THE PUBLIC**

Please visit ICTSP on the Web to learn more the Seminar Series: URL:  
<http://www.seas.gwu.edu/seas/ictsp/Activities/Seminars/>.

"Third Fridays" Seminar -- **TECHNOLOGY AND HEALTH CARE:  
VISIONS FOR THE 21ST CENTURY**

Institute for Computer & Telecommunications Systems Policy, Ronald  
Reagan Institute of Emergency Medicine  
Institute for Medical Imaging and Image Analysis  
Supported in part by The George Washington University in celebration of the  
175th Anniversary.

Other support provided by Picker International and Elscint, Inc.  
**FREE AND OPEN TO THE PUBLIC** -- Refreshments served after the  
lecture.

Friday, April 19, 1996, 3:00 p.m. - 5:00 p.m.  
Room 410-415 Marvin Center, The George Washington University,  
Washington, DC

**GENES, GENETICS, AND MOLECULAR NUCLEAR MEDICINE**

Henry N. Wagner, Jr. M.D., Professor of Radiation Health Sciences  
Johns Hopkins University, School of Hygiene and Public Health

Nuclear medicine can be summarized as the development of radiotracers to examine regional body chemistry, where there is always something more to be seen. No field of medicine is better able to respond to the new demands for certainty in the practice of medicine and the revolutionary advances being made in molecular biology and genetics.

For example, today it is possible to examine all aspects of dopamine neurotransmission, which can greatly improve the diagnosis and treatment of patients with movement disorders. We can now select, from the heterogeneous sea of patients with movement disorders, those patients who have a deficiency of pre-synaptic dopamine transporters.

The same approach can also be applied to patients with cancer. Many types of cancer are characterized by increased expression of plasma membrane receptors to substances such as dopamine, somatostatin, or vasoactive intestinal peptide.

One might think that there couldn't be a worse time to introduce new, expensive high tech procedures into medicine. Paradoxically, nothing could be more helpful in decreasing costs and improving care than increasing the certainty of diagnosis, planning and monitoring treatment. There is currently an under-utilization of nuclear medicine technology which makes it "the best kept secret in medicine."

**Please visit ICTSP on the Web to learn more about the Seminar Series:  
URL: <http://www.seas.gwu.edu/seas/ictsp/Activities/Seminars/>.**

Advance Notice  
NIST and the American Society for Quality Control Measurement Quality  
Division  
invite you to participate in the

**MEASUREMENT QUALITY CONFERENCE**

**April 23-25, 1996, DoubleTree Hotel, Rockville, MD**

Preceded by One-Day Tutorial "Basics of Measurement Science for Industry  
and Business"  
April 22, 1996

The purpose of this conference is to help metrologists learn more about quality standards and quality assessment professionals learn more about measurement.

Of interest to NIST staff will be Tuesday's workshop on ISO and NIST uncertainty policies, including case studies on type A and B uncertainties, using check standards, and special cases for uncertainty evaluation. Wednesday's discussions will include ISO Guide 25 and ANSI/NCSL Z540-1 standards for calibration laboratories, laboratory accreditation, looking beyond the documentary standards, and an introduction to statistical thinking. Thursday's sessions include traceability of measurements, proficiency testing using internal reference materials, and interlaboratory comparisons for process improvement.

Registration for the 3-day conference is \$290. The one-day tutorial preceding the conference is \$225. This is a unique opportunity for NIST staff to meet its customers and discuss issues of mutual interest with them. There is still time to send your name, affiliation, telephone number, and address to the ASQC treasurer, Dan Harper at 503-646-1380 (fax or phone). You may pay on-site with a government credit card. For further information, contact Carroll Brickenkamp, 301/975-4291 or Norm Belecki at 301/975-4223.

**TALKS BY NIST PERSONNEL**

ALLEN, A.J.: "New Opportunities for Probing Microstructure-Property Relationships in Ceramics Using Ultra-Small-Angle X-Ray Scattering at the Advanced Photon Source," American Ceramic Society, Indianapolis Convention Center, IN, 4/15/96.

ANDERSON, D.: "A Diffuse-Interface Description of Fluid Systems," Mathematics Dept., Univ. of Maryland, College Park, MD, 4/18/96.

COOK, L.P. (Co-authors: W. Wong-Ng, F. Jiang, and U. Balachandran): "Melting Characterization of the 2223 Phase in the Bi(Pb)-Sr-Ca-Cu-O System," American Ceramic Society, Indianapolis Convention Center, IN, 4/15/96

COOK, L.P. (Co-author: W. Wong-Ng): "Phase Equilibria of 1223 Melting in the System (Ti-Pb-Ba-Sr-Ca-Cu-O)," American Ceramic Society, Indianapolis Convention Center, IN, 4/17/96.

MCKENNA, G.B.: "Syndiotactic Polystyrene: Aging, Viscoelasticity and X-Ray Scattering," Dow Chemical Co., Midland, MI, 4/11/96, and "Mechanics and Materials Science: Problems in Obtaining Material Parameters," Dept. of Mechanical Engineering, Univ. of Nebraska, Lincoln, NE, 4/12/96.

SMYTH, K.C.: "Laser-Induced Incandescence Measurements of Soot Production in Flickering Diffusion Flames; Comparisons With Model Predictions," Dept. of Aerospace Engineering and Engineering Mechanics, Univ. of Texas, Austin, TX, 4/11/96.

WONG-NG, W. (Co-authors: E. Gonzalez, G.J. Piermarini, C.W. Wolters, and J. Schwartz): "X-Ray Diffraction Study of  $\text{Ba}_2\text{HgCuO}_{4+\delta}$  at High Pressures," American Ceramic Society, Indianapolis Convention Center, IN, 4/15/96.

WONG-NG, W. (Co-authors: L.P. Cook, F. Jiang, P.V.P.S.S. Sastry, A.R. West, and U. Balachandran): "Phase Equilibria of High  $T_c$  Compounds in the Bi(Pb)-Sr-Ca-Cu-O System," American Ceramic Society, Indianapolis Convention Center, IN, 4/17/96.

WONG-NG, W. (Co-authors: L.P. Cook and F. Jiang): "Phase Equilibria of the PbO-SrO-CaO and  $1/2\text{Bi}_2\text{O}_3$ -PbO-CuO System," American Ceramic Society, Indianapolis Convention Center, IN, 4/17/96.

WONG-NG, W. (Co-authors: R.S. Snyder, P. Chan, and E. Antipov): "The ICDD/PDF Suprconductor Minifile," American Ceramic Society, Indianapolis Convention Center, IN, 4/17/96.

### **1996 WORLD STANDARDS DAY PAPER COMPETITION**

This year, the U.S. standards community will celebrate World Standards Day on October 16. To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

**PRIZE:** The author(s) of the winning submission will receive \$2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

**ELIGIBILITY:** The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

**RULES:** The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

# NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to [gmr@micf.nist.gov](mailto:gmr@micf.nist.gov).

April 15 - April 19, 1996

## **ADMINISTRATIVE ITEMS - New**

### **NOTICE TO NIST STAFF - Groundbreaking Ceremony - Postponement**

The groundbreaking ceremony for the new Advanced Chemical Sciences Laboratory scheduled for Tuesday, April 16, 1996, has been postponed due to the death of Secretary Brown.

### Calendaring Software Now Available

The NIST-tested Synchronize calendaring software is now available for purchase at a discounted rate. Synchronize is the NIST-supported calendaring software to replace the functions of the MICF calendaring software. Arrangements have been made with the vendor to accept credit card orders. Each individual OU is expected to order copies for its own staff. Contact your Division Office to request a copy for your use. For NIST support see: >>> <http://www-i.nist.gov/software/synchronize/synchqi1.html> <<< or contact Tish Antonishek, x3605, [tish@nist.gov](mailto:tish@nist.gov).

### Change to the Demonstration Project Automated Classification System (ACS)

Effective April 15th, all supervisors using the ACS to create position descriptions must update their systems through the MICF Warehouse before creating any new position descriptions. A major change was made to the ACS which removed the organization location from the supervisors' systems. This change will assist the operating units in processing reorganizations. Please contact your Administration Officer if you need assistance in updating your ACS.

### PhoneMail Usage Review

Many subscriber PhoneMail boxes have not been accessed in several months or more. It is necessary that these unused PhoneMail boxes be removed in order that fully reliable service may continue to be provided to those in active need of PhoneMail. In accordance with NIST Administrative Manual Subchapter 4.04, Appendix A, PhoneMail usage is being reviewed. Any PhoneMail box which has not been accessed for more than 45 days is subject to being removed. If you have any questions, please call Larry Loveland on extension 3320.

### Retirement Luncheon for Jim Seiler

After 32 years of service at NBS/NIST, Jim Seiler of the Building Materials Division is retiring. A luncheon will be held in his honor on April 19, 1996, at 12:00 noon at the

Golden Bull Restaurant. The cost is \$18.00 per person which includes your choice of Roast Sirloin of Beef, Grilled Breast of Chicken, or Broiled Flounder, salad and dessert, tax, tip, and gift. If you would like to attend or contribute towards the gift, please contact Vicki Glennie on extension 6707 by April 17.

## **ADMINISTRATIVE ITEMS - Continuing**

FY96 MID-YEAR PROGRESS REVIEWS - Reminder to all supervisors and employees Supervisors are required to complete mid-year employee performance progress reviews by April 30, 1996. The progress review must include discussion of: (1) the employee's progress toward meeting the objectives of the elements in the employee's performance plan; (2) the need for changes in the performance plan based on changes in responsibilities; and (3) the identification of any notable accomplishments or performance deficiencies. If deficiencies are identified, recommendations on how to improve the deficiencies should be addressed. Questions regarding SES performance should be directed to Carol Hubshman on extension 3037. Questions regarding Demonstration Project and General Workforce performance should be directed to Louise Parrish on extension 3035.

### Work-in-Process Estimates

2nd Quarter work-in-process estimates for each calibration, testing and miscellaneous service cost center are due in the Office of the Comptroller by noon on Wednesday, April 10, 1996. Each division having a cost center in these series must complete a Form NIST-611, Report of Work-in-Process, even though the work-in-process estimate may be zero. Please mail to Building 101/Room A928 or hand carry to Room A926. For further information, contact Harry Frizzell on extension 2287 or consult the NIST Administrative Manual, Subchapter 8.06, Appendix A.

### Sitewide Outage

During the weekend of April 26 - April 29, 1996, there will be a SITEWIDE utility outage of chilled water, steam, heating, compressed air, air conditioning, ventilation, and hot water to all buildings. The OUTAGE will start at 5:00 p.m. on Friday, April 26, 1996, and will end at 7:00 a.m. on Monday, April 29, 1996. A electric outage will affect Building 302. The fire alarm bells and the civil defense bells will be tested on Saturday, April 27, and Sunday, April 28, 1996. These outages are necessary to permit maintenance and repairs to the central utility systems. **Only hoods that are essential should be left in the CONTINUOUS EXHAUST POSITION, since without heating and cooling, hoods that run pull unconditioned air through the building.** This outage does not affect the ANNEX. If you have any questions regarding the SITEWIDE OUTAGE, please phone the Operations and Maintenance Office on extension 6948.

### Notice to NIST Lunch Club Members

The annual meeting of the NIST Lunch Club (NLC) will be held Tuesday, April 23, at 11:30 a.m. in the NIST Lunch Club. All members should make an effort to attend.

### Retirement Luncheon for Roy G. Saltman

Roy G. Saltman of the Computer Systems Laboratory will be retiring on April 30, 1996,

after 27 years of government service. In addition to his internationally distinguished career, Roy is known for his many contributions to NIST's professional culture, including receiving a research grant from the John and Mary R. Markle Foundation. A retirement luncheon for Roy will be held on Monday, April 29, 1996, at 11:30 a.m. at the Golden Bull Grand Cafe. The cost of the luncheon is \$16.00 which includes tax and gratuity. The menu consists of an entree (choice of London Broil, Grilled Breast of Chicken, or Angel Hair Pasta w/Shrimp), Garden Salad, Vegetable du Jour, Whipped Potatoes, Bread w/butter, coffee, and Rainbow Sherbet. A cash bar will be available. Please contact Barbara Blickenstaff on extension 2816/17, Building 820 (NIST North), Room 562, or Arlene Carlton on extension 3240, Building 225 (Technology), Room B146, by April 26, if you plan to attend the luncheon or if you would like to contribute towards a gift.

#### NIST General Tour

NIST offers tours on most Thursdays at 9:30 a.m. Advance reservations are required. In addition to a short overview, the tour includes three stops chosen from the following: Advanced Ceramics, Clinical Measurements of Cholesterol, Structures, and the Museum. The tour lasts approximately 1 1/2 hours. To reserve a space on an upcoming tour, please call Jan Hauber on extension 3585.

#### Goose Alert

NIST is approaching the time of nesting for the resident Canada Geese. It would be greatly appreciated if staff members would notify either John Kennedy on extension 3306 or the Physical Security Office on extension 2805 of the location of goose nests around the site. The information we need in addition to the location, would be the date the nest was sighted and any identifying collar numbers, if observed. If you have any questions regarding nesting geese, please contact John Kennedy on extension 3306. Your assistance at this time is greatly appreciated.

#### NIST Beauty Shop News

Starting April 9, the Beauty Shop will hold a drawing at the first of each month for a free shampoo and blowdry (customers only). Call Darlene on extension 3312 for an appointment. Shops hours are 7:30 a.m. to 5:00 p.m., Tuesday - Friday.

#### NIST Barber Shop News

Lena is back full-time. Call extension 3311 for an appointment.

### **NAAS - NIST ASSOCIATION FOR AFRICAN-AMERICAN STAFF**

#### NAAS General Meeting

NAAS will hold a general meeting on Thursday, April 25, at 12:00 noon. The meeting will be held in Lecture Room C, Administration Building. For further information, contact Charles Yancey on extension 6073 or Mary Chaney on extension 3027.

**PCX No. 264** \_\_\_\_\_ **April 1, 1996**  
PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members

can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

264.1 F-PROT ANTIVIRUS SOFTWARE UPDATE - We have received an updated version (2.22) of the F-PROT virus scanning software. One change to this version of the software is the inclusion of a beta-test version of a new VIRSTOP program. If you have used the VIRSTOP program in the past and have experienced any compatibility problems, you may want to give the new VIRSTOP2 program a try. Both the VIRSTOP and VIRSTOP2 programs are provided in this release. Please note, there are some differences in the use of the VIRSTOP2 program. These are documented in the VIRSTOP2.DOC file which is included in the distribution. The F-PROT software can be downloaded, in the self-extracting file FP-222.EXE, from the MICF WHLIST, the ANONYMOUS/PC subdirectory on the ENH, or from the PC Assistance page on the web.

264.2 LOCATING DOC BANYAN ADDRESSES VIA EUDORA PH - Many users have asked if they can use the PH feature in Eudora to look up DoC Banyan addresses as well as NIST e-mail addresses. The answer is "Yes!" With a few changes to your Eudora and OnNet setups both NIST and DoC addresses will appear in response to a PH query. To begin, one change may be required within Eudora. Select the menu option Special, Settings..., Hosts. If not already set this way, change the PH host to locator.nist.gov. Close Eudora. You then need to edit the pctcp\etc\services file. This file consists of a list of network services. The list is in numeric order. Scroll down through the file and find the two lines which read:

```
csnet-ns      105/tcp      # Mailbox Name Nameserver
csnet-ns      105/udp      # Mailbox Name Nameserver
```

In each case, change the "105" to "115" and then save the file. When you then restart Eudora, both NIST and DoC addresses should appear in response to PH queries. NIST addresses will appear first, followed by the DoC addresses.

264.3 REMOVING THE WIN95 LOGO ON STARTUP - To remove the Windows 95 logo on startup, do the following: 1) Remove the hidden, system, and read-only attributes from the c:\msdos.sys file; 2) backup this file by copying it to msdosold.sys; 3) open the file c:\msdos.sys in Notepad; 4) find the [Options] section of the file; 5) add this line in the [Options] section: Logo=0; 6) restore the hidden, system, and read-only attributes to the c:\msdos.sys file; 7) reboot your machine and there should be no logo on startup.

264.4 MICF WEB HOME PAGE - In an effort to provide easier access to information

on the MICF system, even to those who do not have accounts on the system, an MICF web page has been implemented which includes links to the following information: the WareHouse List of downloadable software and files, the Informs List of downloadable electronic forms, the current MICF logon broadcast messages, the list of public E-mail distribution lists, a form for querying the Carpool Locator Assistance System, a form for submitting a Media Inquiry Report, and a form for checking the status of a purchase request. The URL address of the MICF home page is: <http://micf.nist.gov>. This page can be accessed using any web browser such as Netscape or Mosaic. Any questions or comments should be addressed to Hobie Audet, x4071, Gaithersburg (Hobie.Audet@Nist.Gov).

## **OFFICE OF INFORMATION SERVICES - News**

### Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **May 8, 1996**, at 10:30 a.m.

### Gordon Research Conferences 1996 Schedules Available at Reference Desk

The program and application forms for the Gordon Research Conferences for summer 1996 are available at the Reference Desk. The conferences will be held in New Hampshire and Rhode Island. Since attendance is limited, it is recommended that applicants apply immediately.

More detailed information about the conference will be accessible on the Internet. As up-to-date details about these Internet sites become available, they can be either faxed or emailed to NIST scientists upon request to [reflib@nist.gov](mailto:reflib@nist.gov) (x3055).

### Unsigned Interlibrary Loan Request

The Interlibrary Loan (ILL) staff has received an ILL request which does not include the requestor's name. If the following title was requested by you, please call Rose Estes on extension 3060. The ILL staff will not process requests for interlibrary loans which do not include the requestor's name.

-- Azzam, R.M.A.: "Selected Papers on Ellipsometry," 1991

### Telephone Directory Update Available on Disk

The NIST telephone directory information, which is updated monthly, is available on MS-DOS disks. These disks are kept at the Library's Circulation Desk. Ask for the "LOCATOR.TXT" disks. Disks may be borrowed for three days for copying.

### Training on the NIST Virtual Library

The Office of Information Services is offering training on the NIST Virtual Library, which provides online access from you desktop computer to a variety of information resources and services. The next training date is April 23, 1:30-4:00 p.m., in Room A41 in the basement of the Administration Building. Participants should know how to use a mouse. To register, call Diane Cunningham on extension 3053. There is no cost for this training.

## **SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION**

### SEBA 50% Sale

SEBA is spring cleaning the store and reducing inventory. Beginning on April 15, all gift items, jewelry, wallets, and cards will be reduced 50% to SEBA members. Take advantage of the savings. Stop by the store and pick-up some seasonal gift items or cards. Non-SEBA members, join SEBA for \$5.00 and take advantage of this great sale.

Weather Watcher's Class The Bureau Radio Amateur Signal Society (BRASS) along with the National Weather Service (NWS) is sponsoring an official Skywarn course from 7 to 10 p.m. on May 8 at NIST. The purpose of this course is to train weather observers for the Weather Bureau's Skywarn network that tracks severe storms. There is no fee for the course and it is open to anyone who wants to know more about recognizing weather problems before they hit. You do not have to be a licensed radio amateur to attend the course. Space is limited so reserve your seat early. For more details or reservations contact Tom Buckley on extension 2560 (TJB@ENH.NIST.GOV) or Bob Larrabee at (301) 977-5413 (larrabee@eeel.nist.gov).

## **CAFETERIA MENU (Subject to change without notice)**

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>Special</b>	<b>Special</b>	<b>Special</b>	<b>Special</b>	<b>Special</b>
MD Fried Chick	Hot Turkey Sandwich	Stuffed Peppers	Veal Parmesan	Salmon Loaf
Corn on the Cob	w/Potatoes	Ratatouille	Green Beans	Broc/Holland Sauce
Red Bliss Potatoes	Oriental Vegetables	Stir Fried Cabbage	Garlic Spaghetti	Rice
Apple Pie	Glazed Carrots	Layer Cake	Garlic Toast	Roll & Butter
<b>Entrees/Vegs</b>	Fresh Whole Fruit	<b>Entrees/Vegetables</b>	<b>Entrees/Vegetables</b>	<b>Entrees/Vegetables</b>
Burrito	<b>Entrees/Vegetables</b>	Burrito	Taco Salad	Burrito
MD Fried Chicken	Burrito	Lemon Baked	Burrito	Fish Parmesan
Sw/Sour Spareribs	Hot Turkey Sandwich	Chicken	Veal Parmesan	Stir Fried Chicken &
Zucchini Parmesan	w/Potatoes	Stuffed Peppers	Bruns Chick Stew	Vegetables
Corn on the Cob	Corned Beef &	Ratatouille	Green Beans	Salmon Loaf
Red Bliss Potatoes	Cabbage	Stir Fried Cabbage	Spinach Souffle	Squash Medley
Rice	Oriental Vegetables	Baked Potato	Garlic Spaghetti	Broc/Holland Sauce
<b>Soup/International</b>	Glazed Carrots	Rice	Rice	Macaroni & Cheese
Split Pea & Ham	Mashed Potatoes	<b>Soup/International</b>	<b>Soup/International</b>	Rice
Pasta	Rice	Old Fashioned Bean	Red Beans/Sausage	<b>Soup/International</b>
	<b>Soup/International</b>	French	Pasta	NE Clam Chowder
	SW Vegetable			Pasta
	Pasta			

## **TRAINING AND EDUCATION OPPORTUNITIES**

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. Thank you!

### **\*\*MANAGEMENT UPDATE SERIES\*\***

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

### **STUDENT EMPLOYMENT REGULATIONS** **(Note New Date)**

Instructor: Sherman Hatchett, Office of Human Resources Management  
Cost: NONE  
Date: April 15, 1996  
Location: Lecture Room C, Admin Building  
Time: 1:30 p.m. - 3:00 p.m.

### **EEO FUNDAMENTALS FOR SUPERVISORS AND MANAGERS**

Description: This one day workshop is designed to provide supervisors and managers with a working knowledge of their responsibilities in support of the EEO Program. This course should be attended by all probationary supervisors.

Instructor: Alexander Consulting & Training, Inc.  
Cost: Approximately \$200 per participant  
Date: April 24, 1996  
Location: Lecture Room D, Admin Building  
Time: 8:30 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **NIST EEO PROGRAM**

Instructor: Alvin Lewis, Civil Rights Office  
Cost: NONE  
Date: May 7, 1996  
Location: Lecture Room D, Admin Building  
Time: 1:30 p.m. - 3:00 p.m.

### **PAY ADMINISTRATION UNDER THE FAIR LABOR STANDARDS ACT**

Instructor: Carol Hubshman, Office of Human Resources Management  
Cost: NONE  
Date: May 13, 1996  
Location: Lecture Room C, Admin Building  
Time: 1:30 p.m. - 3:00 p.m.

### **DIVERSITY IN THE WORKPLACE**

Description: This two-day workshop will assist managers and supervisors to develop an understanding of how cross-cultural dynamics impact the workplace. Using a variety of participatory exercises, attendees will gain a broader understanding of the value of diversity and of each of our roles as individuals and as group members in a diverse workforce. Time will be spent on defining and practicing specific skills/competencies needed to build and peacefully co-exist in an inclusive work environment.

Instructor: Bonnie J. Berger & Associates  
Cost: Approximately \$300 per participant  
Dates: June 4-5, 1996  
Location: Lecture Room E, Admin Building  
Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by May 15.

### **\*\*GENERAL TRAINING\*\***

#### **STATISTICAL INTERVALS AND UNCERTAINTY**

Description: This workshop will provide a foundation to the concepts of statistical intervals and uncertainty. Simple examples are used to highlight the concepts and develop intuition. Additionally, normal distribution theory is presented as a basis for future study in statistics. Topics include interpretations of uncertainty, confidence and prediction intervals, posterior probability, and the relationship between testing and intervals. Also discussed is the NIST

uncertainty policy in the context of statistical uncertainty.

**Prerequisite: Introduction to Statistical Concepts, or equivalent**

Instructor: Mark Levenson, Statistical Engineering Division

Cost: \$50 per participant

Dates: April 29, May 6 and May 13, 1996

Location: Lecture Room D on 4/29 & 5/6 LR-E on May 13

**PLEASE NOTE:** Request for Training Memo must be submitted by April 22. Please no phone in registrations! For technical questions please call Mark Levenson on x2848.

**Additional Workshops in this series are as follows:**

**May 28 & June 3 - Case Studies in Uncertainty Analysis**

**September 13, 20 & 27 - Regression Models**

**October 11, 18 & 25 - Analysis of Variance**

**November 8, 15 & 22 - Design of Experiments**

**SUCCESSFUL PROJECT MANAGEMENT**

Description: While some people seem to know intuitively how to manage projects, most successful project managers learn their skills. This intensive three-day course on Successful Project Management is designed to help you develop the insights and skills necessary for effective project management. The skills developed in this course apply to large and small projects, design efforts, laboratory investigations, and software development.

Instructor: Arnold M. Ruskin, Ph.D, P.E., Jet Propulsion Laboratory

Dates: May 1, 2 and 3, 1996

Cost: \$700 per participant, includes lunch, refreshments and text book!

Time: 8:30 a.m. - 4:30 p.m.

Location: Gaithersburg Marriott Courtyard

**PLEASE NOTE: Call Brenda Main on ext. 2054 to register, for more technical information call Dave Seiler on ext. 2054. Please let Brenda know ASAP.**

**CONFLICT RESOLUTION (SUPPORT STAFF) - THIS CLASS HAS GREAT REVIEWS**

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a positive solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: May 8, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 17.

**TEAM BUILDING (Great Class!)**

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual, the team and the company.

Instructor: R.C. Taylor and Associates, Inc.

Cost: Approximately \$150 per participant

Date: May 16, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 25.

**PRE-RETIREMENT SEMINAR**

Description: In this 1-day seminar you will learn the Civil Service/FERS Retirement Benefits and Social Security Benefits/Medicare. This seminar is for those employees who are thinking of retiring in the next 5 years. Joanne McGehrin is a great instructor!

Instructor: Joanne McGehrin

Cost: Approximately \$100 per participant

Date: June 20, 1996

Location: Lecture Room D, Admin Building

Time: 8:30 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by June 5.

**NOTE: Spouses are welcome!**

**COTR LEVEL I**

Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.

Cost: Approximately \$175 per participant

Dates: June 17 & 18, 1996

Time: 9:00 a.m. - 4:00 p.m.

Location: Building 301, B174

**PLEASE NOTE:** Request for Training Memo needs to be submitted by May 28. **For technical questions please call Barbara Camp x6338.**

### **ESSENTIALS OF ENGLISH**

Description: This 8 session program concentrates on the fundamentals of grammar and punctuation. It is an excellent refresher for all clerical employees who want to improve their writing/proofreading ability. Carol Solomon is an excellent instructor!

Instructor: Carol Solomon and Associates

Cost: Approximately \$200 per participant

Dates: May 6, 8, 10, 13, 15, 17, 20 and 22, 1996

Time: 1:00 p.m. - 4:00 p.m.

Location: B111, Administration Building

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **TECHNICAL WRITING WORKSHOP**

Description: This workshop will help participants apply the basic standards of effective business writing to the special demands of technical material. The seminar enables authors to maximize the clarity and appeal of technical writing without sacrificing its content. In addition, the seminar will help technical writers write for nontechnical readers.

Instructor: Donald Swenholt & Associates, Inc.

Cost: Approximately \$275 per participant

Dates: May 21, 22 and 1/2 hour consultation on the 23, 1996

Time: 9:00 a.m. - 4:00 p.m.

Location: Lecture Room E, Admin Building

**PLEASE NOTE:** Request for Training Memo must be submitted by April 30.

### **\*\*COMPUTER TRAINING\*\***

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Any questions please call Pat on x3017.

**Introduction to Windows is a prerequisite for all Windows applications!**

**All classes will be held in A41,**

**Basement 101.**

**All 1-Day Classes will be \$125**

**ALL 1/2 Day Classes will be \$60**

**All 2-Day Classes will be \$225, unless otherwise stated.**

### **EUDORA TRAINING**

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

**Some prior experience using MS-Windows is required.**

Instructor: Chuck Eater of the Information Systems Division

**Date/Time:** May 28, 1996, 1:00 p.m. - 3:30 p.m.

Cost: NONE

DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

### **QUICK PROCUREMENT SYSTEM (QPS) TRAINING FOR THE USE OF THE BANKCARD/BLANKET PURCHASE AGREEMENT (BPA)**

Description: This one-day class will provide new BankCard holders and approving officials with easy instructions on the use of the BankCard/BPA orders, QPS hand-on data entry, and instructions on reconciling your monthly statement.

Instructor: Barbara Camp, The Acquisition and Assistance Division

Cost: NONE

Date: May 16, 1996

Location: A41, Administration Building

Time: 9:00 a.m. - 3:00 p.m.

**PLEASE NOTE:** This training is "Mandatory" for all new BankCard holders and approving officials. Request for Training Memo's are not required, however please reserve your space by sending E-Mail to patricia.oconnor@nist.gov, x3017.

Please contact Barbara Camp at x6338 if you have questions.

### **TIPS AND TRICKS WITH WORDPERFECT 6.1 FOR WINDOWS (NEW SHORT TOPIC CLASS)**

Description: This course is full of tips and tricks

to improve your WordPerfect 6.1 for Windows skills. Learn shortcuts and new ideas guaranteed to improve your word processing efficiency. This course is designed for users comfortable with basic tasks in WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: May 15, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: Approx. \$60 per participant

**PLEASE NOTE:** Request for Training Memo must be submitted by May 1.

### **CREATING TABLES WITH WORDPERFECT 6.1 FOR WINDOWS**

Description: Learn the strengths of WordPerfect tables. We will create, navigate, enhance, and modify a table; add borders and shading; use math functions to write formulas and calculate. Many of your routine tasks can be simplified with tables. This course is designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: May 15, 1996

Time: 1:00 p.m. - 4:00 p.m.

Cost: Approx. \$60 per participant

**PLEASE NOTE:** Request for Training Memo must be submitted by May 1.

### **MERGING WITH WORDPERFECT 6.1 FOR WINDOWS**

Description: Come and explore the powers of WordPerfect merging. Create forms files and data files to automate your mass mailings. Learn to Customize labels and envelopes. This is a fast-paced course designed for those comfortable with daily use of WordPerfect 6.1 for Windows.

Instructor: Lyndie Billey and Associates

Date: May 22, 1996

Time: 9:00 a.m. - 12:00 noon

Cost: Approx. \$60 per participant

**PLEASE NOTE:** Request for Training Memo must be submitted by May 8.

### **TEMPLATES IN WORDPERFECT 6.1 FOR WINDOWS**

Description: Every document you create in WordPerfect is based on a template. Learn to use and create custom templates to automate your office output, such as memos, fax covers, business cards and invoices. This course is

designed for experienced users of WordPerfect 6.1 for Windows who want to go one step further with their office automation.

Instructor: Lyndie Billey and Associates

Date: May 22, 1996

Time: 1:00 p.m. - 4:00 p.m.

Cost: Approx. \$60 per participant

**PLEASE NOTE:** Request for Training Memo must be submitted by May 8.

### **UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1**

Description: In this 2-day workshop you will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: April 16 & 19, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted ASAP.

### **INTERMEDIATE/ADVANCED WP 6.1 FOR WINDOWS**

Description: The Intermediate WordPerfect 6.1 workshop is for those who are interested in setting up their shortcut Macros. If you work in long documents and occasionally save parts of the documents out as chapters (smaller files) then this class is for you.

Instructor: Impact Services, Inc.

Date: May 1, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 19.

### **POWERPOINT 4.0 FOR WINDOWS**

Description: This course will teach you how to use PowerPoint version 4.0 to create well-designed visuals for presentation. Topics include: outlining ideas; creating, editing, and spell-checking slides; adding drawings; enhancing the presentation using templates and

slide masters; creating graphics; adding notes and transitions; printing the presentations; and finally running a slide show.

Instructor: Lyndie Billey and Associates

Date: May 8, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 23.

### **INTRODUCTION TO WINDOWS**

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: May 21, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by May 7.

### **INTRODUCTION TO WINDOWS**

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Impact Services, Inc.

Date: May 7, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 23.

### **INTRODUCTION TO WINDOWS**

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Impact Services, Inc.

Date: May 10, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 23.

### **INTERMEDIATE WINDOWS**

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: ExecuTrain

Date: May 13, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 29.

### **ADVANCED MICROSOFT WINDOWS**

Description: This class is designed for students who want to learn the advanced features of Microsoft Windows 3.1. These features include using the MS-DOS prompt to access DOS from Windows, setting multitasking priorities, copying and pasting with non-windows applications, and creating and changing a swap file. In addition, students will learn to use PIF Editor, link and embed objects, use Object Packager, and customize Windows by editing system files.

Instructor: ExecuTrain

Date: May 29, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by May 14.

### **INTRODUCTION TO LOTUS FOR WINDOWS**

Description: This workshop is for participants that are upgrading to Lotus for Windows.

Instructor: Barbara Talley, Business Support Training, Inc.

Date: May 6, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Requests for Training Memo must be submitted by April 22.

### **INTRODUCTION TO LOTUS FOR WINDOWS**

Description: This workshop is for participants that are upgrading to Lotus for Windows.

Instructor: Impact Services, Inc.

Date: May 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Requests for Training Memo must be submitted by May 16.

### **UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1**

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to-use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP

6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Business Support Training, Inc.  
Date: May 17, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by May 3.

## **WORDPERFECT 6.1 FOR WINDOWS**

### **INTRODUCTION**

Description: This class is designed for students who want to learn to create, edit, open, and close a document; select, delete, copy, move, search for, and replace text; and use the Spell Checker, Thesaurus, and Grammatik. In addition, students will learn to format text, paragraphs, and page layout; use page numbers, headers, and footers; and print a document.

Instructor: Executrain

Date: April 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

**PLEASE NOTE:** Request for Training Memo must be submitted by April 16.

## **NIST VACANCIES - GAITHERSBURG, MD April 12, 1996**

**Vacancy Announcements will not be available until the above date.**

<u>Div.</u>	<u>Title</u>	<u>Series</u>	<u>Payband</u>	<u>Salary Range</u>	<u>Known Promotion Potential</u>	<u>Vacancy Number</u>	<u>Closing Date</u>
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### **ZS**

#### **OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

353	Comp Assist (Ektajet) (AM)	0335	III	\$20,989-\$32,613	NONE	NIST/0379/BL	04/19/96
353	Office Automation Clerk	0326	II	\$18,229-\$27,297	NONE	NIST/0563/MC	04/26/96

### **WG**

#### **OPEN TO ALL STATUS APPLICANTS, CTAP & ICTAP**

825	Machinist	3414	WG-10/11	\$14.99-\$18.44hr	WG-14	NIST/0516/RF	04/26/96
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## **NTIS VACANCIES-SPRINGFIELD, VA**

#### **OPEN TO ALL QUALIFIED APPLICANTS, CTAP & ICTAP**

NTIS Computer Special (Sys Prog)	0334	GS-9/12	\$30,658-\$57,800	GS-12	NTIS-419/JC	04/19/96
NTIS Comp Spec (DBase Anal)	0334	GS-11/13	\$37,094-\$48,222	GS-13	NTIS-417/JC	04/19/96
NTIS Comp Spec (Networks)	0334	GS-11/12	\$37,094-\$57,800	GS-12	NTIS-411/JC	05/10/96

## **APPLICANT SUPPLY FILE INFORMATION**

NIST maintains an Applicant Supply File for all our Critical Shortage Occupations. Both government and non-government applicants (including NIST and DOC employees) may submit a job application to be placed in the NIST Applicant Supply File at any time.

Applicants eligible for CTAP and ICTAP will receive priority consideration for any vacancy. Applications will be retained in the NIST Applicant Supply File for 90 days and you will be considered for specific vacancies as they occur. A separate application is required for each occupation. If you wish to extend your period of consideration beyond 90 days, you must submit a new application package. Following is a list of the NIST Critical Shortage Occupations:

Paybands I thru V All Engineers, Computer Scientist, Metallurgist, and Mathematical Statistician positions. Paybands III thru V for Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. Paybands I & II for Accounting positions. Payband III for Nuclear Engineering Technician positions. Paybands I thru IV for Clerical Support(OA), Office Automation Assistant(OA) and Secretary(OA) positions. Paybands II-IV for Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: DIAL (301) 975-3007 8:30 a.m. - 5:00 p.m. or contact Maryland Relay Service at 1-800-735-2258.

NIST PERSONNEL INFORMATION HOTLINE: DIAL (301) 926-4851. This is an outside call.

Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.